



STATE OF CALIFORNIA

DEPARTMENT OF DEVELOPMENTAL SERVICES

JOB OPPORTUNITY BULLETIN: LAUNDRY SUPERVISOR I

SALARY RANGE	\$2,611 - \$3,270 per month* <small>*The Starting Salary applies to those first entering State Service. The Maximum salary is typically for State Employees who meet the criteria for Annual Merit Salary Adjustments in increments of 5% until the maximum salary is attained.</small>
TENURE/TIME BASE	Permanent/Full-Time <small>*A Training and Development Assignment (T&D) will be taken into consideration by when filling this vacancy.</small>
PROGRAM/DEPARTMENT	General Services
FINAL FILING DATE	Until Filled

DESCRIPTION OF DUTIES:

Under the general direction of the Hospital General Services Administrator II (HGSA-II), the Laundry Supervisor I is responsible for, and supervises the work of, employees in the facility Laundry at the Sonoma Developmental Center. Typical duties include being in direct charge of all laundry workers serving more than 500 patients/residents and employees under the HGSA-II. Typical duties may include providing instructions to employees, evaluating their performance and taking or recommending appropriate action; supervising the receipt, marking, sorting, wrapping, and distribution of laundry; supervising the preparation of bluing and bleaching solutions and approved washing formulas. The Laundry Supervisor I is responsible for the supervision of the operation of laundry bins that go to and from dormitory residential units; making inspections and maintaining approved laundry practices and standards of safety and sanitation; requisitions, receives, inspects, stores and inventories supplies; maintains records and prepares reports; works in cooperation with the Prison Industries Authority (PIA) concerning laundry contract issues; performs other duties as required.

WHO MAY APPLY:

*A Training and Development Assignment (T&D) will be taken into consideration by the hiring authority when filling this vacancy. Applicants must possess Civil Service Eligibility and must meet the minimum qualifications of this classification to be qualified. Eligibility may consist of one of the following: List eligibility, lateral transfer, or reinstatements to state service. Applicants must indicate the status of their eligibility in the title section of the Employment Application (STD. 678). For more information on the qualifications, please visit the California Department of Human Resources website at www.calhr.ca.gov. The STD. 678 may be obtained by visiting the Human Resources Office at Sonoma Developmental Center, state agency human resources offices, or may be downloaded from the California Department of Human Resources website. Please mail your application to the address indicated. Appointments may be subject to Departmental Restriction of Appointment (DROA), State Restriction of Appointment (SROA), Surplus and Re-employment List procedures, pre-employment physical, drug screening, and fingerprint clearance. Applications will be reviewed and only the most qualified applicants will receive a selection interview.

PLEASE SEND YOUR COMPLETED STATE APPLICATION (STD. 678) TO:

Faxed applications or resumes will not be accepted.

Sonoma Developmental Center
Human Resources - Personnel Examination Unit (Room #124)
P.O. Box 1493 (please use when mailing) / 15000 Arnold Drive
Eldridge, CA 95431
(707) 938-6230 Contact Roseanne Groshan, HGSA-I for questions specific to essential functions of the position only. Civil Service Eligibility will be determined by the Human Resources Department at the Sonoma Developmental Center.

SONOMA DEVELOPMENTAL CENTER IS AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

BRD: 11/7/14; FFD: Until Filled; Class Code: 2113; CBID S15 Non-Deep